

Minutes of the Meeting of Thornham Parish Council held on Wednesday 13 November 2019 at 7.00pm at the Village Hall, Thornham.

Present: Cllr C Venes (Chair) Cllr A Chesterman (Vice) Cllr A Needham
Cllr S Greef Cllr B Gulliver

Also present: Clerk & 10 Members of the Public.

**1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr I Barrett and Cllr E Bett.**

2 To receive Declarations of Interest

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Gulliver gave a personal interest in anything concerning the Neighbourhood Plan, Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC.

3. Adjournment of Meeting to allow for public questions.

Village Gates

A Parishioner wished to thank the Parish Council for the new Village Gates. Cllr Venes advised that a hedge is to be cut back so that the gate on the west side of the northern end of the A149 is more visible.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson. Unfortunately, Cllr Jamieson is not able to be with us this evening and has sent his apologies.

4.2 Borough Councillors – Cllr Lawton. Cllr Venes advised that he had not seen him at his place of work and no report has been received from him.

It was resolved for the meeting to return to closed session.

5. Minutes of Parish Council Meeting held on 9 October 2019

5.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true and accurate record after the following amendments:** 7.3 insert work. So would read current supplier and would work out if there would be a saving. Also 16 should read 13 November 2019 as date of next meeting.

5.2 Matters arising from the minutes.

5.2.1. To receive update and consider any action on Bus Shelter. The Clerk advised that no payment has been received as yet. **It was resolved for the Clerk to chase.**

5.2.2 To receive update and consider any action on Planters. Cllr Venes advised that the top soil has been delivered and on Monday himself and a Mr Siddle will put the planters in place and plant up with bulbs. A thank you to the Thornham Bag Ladies for their kind donation to the village. Cllr Venes gave a brief history of the planters and the

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parking issue that the planters will hopefully stop so that Parishioners on mobility scooters/wheelchairs and mothers with prams will be able to use the pavement and not put themselves in danger using the road. Cllr Needham advised that a car who perhaps is owned by the owner of the cottage is currently parked over the dropped curb. Cllr Venes advised that there is also a sign saying parking here for the property which is currently not correct. **It was resolved for Cllr Venes to write to the owner and advise re parking.**

5.2.3. To consider any action regarding general Parking issues. Cllr Venes advised that the Police advise that parking is a civil issue and they cannot get involved. The Norfolk Wildlife Trust have advised that they will be giving serious consideration over any action they may be able to take. Cllr Venes advised that he had received a letter from the Clerk at Holme Parish Council regarding the Parishes of the Saxon Shore benefice meeting up and discussing topics that concern all the parishes along the coast of which parking was one that was listed. Second homes, coastal erosion, environmental factors, areas of outstanding natural beauty and neighbourhood plans were also listed. Cllr Venes advised that a few dates had been put forward 3rd and 9th of December and the 21st and 23rd of January. Cllr Chesterman asked that they consider having an evening meeting so that people the work or have childcare issues could attend.

Cllr Venes also reported that the History of Thornham United Charities was now on the noticeboard.

6. Neighbourhood Plan

To receive update and consider any action necessary on Neighbourhood Plan. Cllr Gulliver explained that the group are waiting for the results of the consultation from the open day that took place on the 12 October. The consultation closes on the 22 November. Cllr Needham thanked the group for putting on a very professional informative event. Cllr Venes asked that a vote of thanks is sent to all concerned from the Council. **It was resolved for the Clerk to write thank you letters**

7. Village Matters

7.1 To receive update and consider any action on Shore Road. Cllr Venes read out the following report:

I can now confirm that the barristers for the appellant and the respondents have submitted their responses to Judge Cook's request for their views on the tribunal's right to jurisdiction in both the initial hearing and for the subsequent appeal.

I understand that Judge Cook has until 21st November to decide how the matter should progress. Our barrister has indicated that this decision would enable an estimate of future costs to be made, depending on that recommendation. At that point Council may have decisions to make. Meanwhile we continue to wait.

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- 7.2 To receive quotes and vote on Streetlight Energy. The Clerk advised that she had just received the latest bill but would like to go through with Cllr Barrett on his return. **It was resolved for this item to be deferred to the next meeting.**
- 7.3 To consider and vote on any necessary action re village trees. The Clerk advised that she had received one of the quotes but had chased but was still waiting for the other one. **It was resolved for the Clerk to continue to chase and this item to be deferred to the next meeting.**
- 7.4 To consider and vote on any necessary action re Village Asset Report. The Clerk advised that our Accounts Package Provider have now added another module to their system re asset management. The Clerk had previously asked if Parish On Line was being used still by the Neighbourhood Planning Team. Cllr Gulliver advised that yes it was still being used and it would not be easy to swop details on maps etc. **It was resolved for the Clerk to write a report for the next meeting on the pro and cons of both systems and report back but it might be the case that both systems run for a year until the Neighbourhood Plan is achieved.**
8. **Finance:** (see reports attached)
To review and consider any action necessary
- 8.1 Finance Chair's Report. Cllr Chesterman advised that there had been a working party meeting of the Finance and Staffing Committee in which they had gone through and signed off the half yearly accounts, having found everything to be in order. **It was resolved to agree and sign off the first six months of the 19/20 accounts.,**
- 8.2 Monthly Accounts for Payment. The Clerk advised that there was one further invoice received which had been prior agreed for the Borough Council for £75.57 for neighbourhood plan printing. **It was resolved for these payments to be made.**
- 8.3 Money Received. The Clerk advised that no monies had been received.
- 8.4 Bank Reconciliation October 19. This to be checked on Cllr Barrett's return.
- 8.5 Bank Mandate. This had been sent off.
- 8.6 Cyber Insurance. **It was resolved for the Council to jointly go with Dersingham and Gayton re the cyber insurance.**
- 8.7 Accounts Internal Audit Report for July to Sept 19. This item already taken until 8.
- 8.8 Accounts Protocol. The protocol has been adopted. **It was resolved for the Clerk to get on the website.**
- 8.9 Budget Plan. Cllr Venes advised that he had a lengthy discussion before Cllr Barrett went away. Cllr Barrett would like Councillors to think about the budget on the following issues before the budget meeting.
1. The reserves. These should be the committed annual expenditure which is around £12,500. Obviously with the court case etc our reserves have been depleted. Do you want to hold that amount of reserves, do you want to make up the reserves next year or do you want

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to phase the replenishment of the reserves over a couple of years. This £12,500 does not include the grant monies currently at around £4750.00. Cllr Venes advised that both groups have been given grant forms that need to be filled in and back before our budget can be set, and there is no guarantee.

2. CIL monies. This is not guaranteed income but the council received around £8,000 in the last year and the Pastures development should come on board in the next payment run as payments are received at the end of April and the end of October.

3. Legal Costs. Depending on what Judge Cook decides, if it went to Crown Court and the Council continued it could be between £16,000 to £20,000 to cover and there is no guarantee win or lose of recovering the costs. So, significant decisions needed here.

4. Wish List. There are several items that are currently on a wish list. Defibrillator at the East End of the village, the Bus Shelter at the East End of the village, the pond enhancements at the East End of the village, plus any others that Councillors feel need looking at. Cllr Needham advised that he felt that the bus shelter should be replacement not repaired. Cllr Chesterman does not want to see a glass box as a bus shelter. Cllr Venes asked them to go away and write a report with a picture of what they would like to see and costs and send round before the budget meeting. **It was resolved for Cllr Needham and Cllr Chesterman to write papers re bus shelter.**

9. Governance:

To review and consider any action necessary

9.1 Training. Cllr Venes advised that Cllr Greef and the Clerk are going to attend a Conference next week. Cllr Venes is going to undertake a training course on updating and making Standing Orders and Financial Regulations correct for your council on the 27th. The Clerk to attend a Clerk's networking session on the 5 December, the whole council to undertake finance training on the 10 December. and Cllr Venes to undertake a Chairs networking session on the 8 January.

9.2 Policies. The Clerk advised that she just needed to get them on the website. **It was resolved for the Clerk to undertake.**

9.3 Annual Risk Assessments. This goes with 9.4.

9.4 To receive quotes and vote on Health & Safety Assessment. **It was resolved to award the contract to Jan Mitchell who the Council have worked with previously the Clerk to produce and send an order.**

9.5 Privacy Statement. The Clerk advised that she had been looking at other Councils. **It was resolved for the Clerk to draft a Privacy Statement and send round for approval at the end meeting.**

10. Outside Agencies

10.1 To receive report from TVH&PF Ltd. Mr Staveley advised that unfortunately he was not able to attend the last Trustees meeting but would give a highlight of the minutes. The finances are at a reasonable level and the grant monies approved tonight will help with this. There is a steady stream of bookings. It seems that the Post Office is really not

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working out that well because people do not realise that it is coming. It appears this was not helped with them not turning up due to illness on the first week. Cllr Venes advised that this was Soup and Sandwich day and was over 100 people using the hall. Cllr Needham advised that the sign the Parish Council purchased is no longer any good as the Post Office changed times etc. The parking place provided was also being used this week. The planning application for the new entrance is on the agenda later this evening. Mr Staveley also advised that the Trustees will be looking into fibre broadband at their next meeting. The film nights are still working well and there is also two ballet live by satellite booked. Cllr Venes thanked Mr Staveley for his report.

- 10.2 To receive report from The Big Tent meeting. Cllr Venes had sent round a report of the meeting with the PCC and the Big Tent meeting. The Big Tent Meeting happened on the 25th October and was Chaired by Graham Boal. They shared lots of common problems and their next meeting is January 25th subject to confirmation. Cllr Chesterman advised that if an evening meeting was possible every other one to allow for working people and mum it would be appreciated.

11. **Planning Applications and Determinations:**

Applications:

18/01307/NMA_1 Non-material amendment to planning permission 18/01307/F: Variation of conditions 2 and 11 of planning permission 18/00593/F: Construction Of Five Houses, The Castle, High Street, Thornham. This application has already been approved.

19/01771/F Variation of condition 1 of planning permission 16/00387/F: New drawings to reflect altered positioning of garage (Amended scheme). Land Adj ToThe Orange Tree High Street Thornham. Cllr Venes and Cllr Needham advised that they had not been able to get the Borough Council Planning Case Officer on the phone even after several emails and phone calls. This application is very misleading as it has nothing to do with the garage as the application states. Cllr Chesterman had spoken with the architect and he assured her that the height of the roof had not changed even though there is now a room above the garage. Cllr Needham unhappy to vote without seeing the plans. **It was resolved for Cllr Venes to write to Stuart Ashworth advising him that it was not possible to speak with the Planning Officer which goes against his promise to Parish Councillors at a recent planning training session. It was also resolved to approve the application as long as proof is given that the roof height has not increased from the 2016 application. The Council would also like to see a Traffic Management Plan as a condition as vehicles would be so dangerous parking on the main road. Could they also look to put in Swift Boxes.**

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- 19/01879/F Application for Demolition of northern gable wall and garage block, with extensions to the western and northern elevations. Erection of a boathouse/garage with ancillary rooms above at Old Farm, High Street, Thornham. After a lengthy discussion with the Developer and the Owner who attended the meeting. **It was resolved to recommend Approval but also the condition of a Traffic Management plan was necessary.**
- 19/01761/F Addition of 8 additional parking spaces with appropriate turning head, construction of additional access on to A149 to aid in the reduction of congestion around existing access used by Thornham Village Hall & Thornham Deli Thornham Village Hall, High Street. After lengthy discussion **It was resolved to recommend approval.**

Determinations:

- 19/01358/F Application for single storey extension to rear of dwelling at 2 Romarnie Cottages, High Street, Thornham. **Granted**
- 19/01468/F Application for extensions to dwelling at The Old Garage High Street Thornham -**Granted**
- 18/01307/NMA_1Application for Non-material amendment to planning permission 18/01307/F: Variation of conditions 2 and 11 of planning permission 18/00593/F: Construction Of Five Houses The Castle High Street Thornham - **Granted.**

12 Highways

- 12.1 To receive update and consider any action on NCC Ranger Works. The Clerk reported that the situation regarding the drains is down to the Borough Council and not NCC Highways. **It was resolved for the Clerk to report Church Street, street clean to the Borough Council including bollards etc.**

13. Correspondence:

- To review and consider any action necessary
- 13.1 The Clerk advised that she had received a letter signed by the residents of Shepherds Pightle regarding no through road signs. The Clerk has taken this situation up with Highways.
- 13.2 Clerks and Council's Direct

14. Items For Next Agenda

- 14.1 To consider items that need to go on the next agenda. **It was resolved for Budget to go on.** Cllr Venes also advised that there would be a closed session to the Press and Public if a discussion/decision was needed regarding the legal case.

15. Date, and Place of next meeting.

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With no further business the meeting closed at 8.50pm

Action List

Cllr Venes

- Planters/License
- Write to owner re parking
- Write to Stuart Ashworth

Cllr Needham

- Write proposal re Bus Shelter.

Cllr Chesterman

- Write proposal re Bus Shelter.

Clerk

- Update Website with minutes
- Work with Cllr Barrett re quotes for Streetlight Energy
- Chase Settlement re Bus Shelter
- Chase quotes for Trees
- Policies & Protocol on Website
- Drain and Cleansing Church Street.
- Thank you letter re Neighbourhood Plan.
- Write up re Operation London Bridge with Cllr Greef.
- Write report re Asset Management
- Issue Contract re Health & Safety
- Organise Cyber Insurance
- Draft Privacy Statement
- Comment on Planning Application
- Make Payments
- Make sure items for the next agenda go on agenda

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These minutes are unconfirmed until approved by full Council and signed by the Chairman